



# ISTITUTO DI ISTRUZIONE SUPERIORE PRIMO LEVI MONTEBELLUNA

LICEO CLASSICO • LICEO SCIENTIFICO • LICEO SCIENTIFICO OPZIONE BILINGUISMO • LICEO SPORTIVO  
LICEO DELLE SCIENZE APPLICATE • LICEO DELLE SCIENZE APPLICATE OPZIONE BILINGUISMO

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Circ. n° 178/ DOCENTI  
Circ. n° 169/STUDENTI

Montebelluna, 02 marzo 2018

- *agli studenti delle classi Quarte e della classe 5BSA che devono sostenere l'esame di certificazione linguistica FCE*
- *Ai docenti di Lingua Inglese*
- *Ai docenti delle classi Quarte e della Classe 5BSA*
- *Agli studenti e ai docenti delle classi 1ACL, 2ACL, 3ACL, 4ACL, 5ACL*
- *Al D.S.G.A.*

- LORO SEDI -

## **Oggetto: Esami di certificazione linguistica: sessione d'esame FCE sabato 17/03/2018 Cambiamenti logistici**

Per conto della prof.ssa Rossella Zanni, docente responsabile dell'organizzazione dei corsi e delle procedure d'esame per le certificazioni linguistiche, si comunica a tutti i destinatari in indirizzo che le prove della sessione d'esame di cui all'oggetto, si svolgeranno come segue:

### **PROVE ORALI:**

- nei giorni **15/03/2018 e 16/03/2018** p.v. si terranno le prove orali, dalle ore 14:00 alle 17.00 circa, nelle aule 1-081-D (3DSC), e 1-082-D (5DSC) al primo piano. Fungerà da sala d'attesa l'aula 1-079-D (1DSC)

Gli studenti si presenteranno nell'aula d'attesa 30/40 minuti prima dell'orario previsto per la propria prova, muniti della Confirmation of Entry (già consegnata loro dalla referente prof.ssa Zanni) e di un documento di identità valido, pena l'esclusione dall'esame.

Saranno presenti per assistenza alle prove orali la prof.ssa Zanni (prima e ultima parte del pomeriggio di entrambi i giorni), la prof.ssa Poloni il giorno 15/03 dalle ore 15,00 alle ore 17,00 e il prof. Perinot il giorno 16/03 dalle ore 13,00 alle ore 17,00.

### **PROVA SCRITTA:**

- in data **17/03** p.v. si terranno le prove scritte, dalle ore 9:15 alle 13:00 nelle aule: 1-003-A (5ACL), 1-004-A (4ACL) e 1-005-A (3ACL) e 1-006-A (2ACL) al primo piano;
- l'aula 1-007-A (classe 1ACL) fungerà da aula deposito cellulari e verrà chiusa a chiave durante tutta la durata dell'esame.

Gli studenti convocati entreranno regolarmente a scuola alle ore 7:55 e si recheranno in Aula Magna dove verranno fornite loro importanti comunicazioni. Alle ore 08.45 gli esaminatori effettueranno un controllo di tutti i documenti e daranno indicazioni.

**INDICAZIONI IMPORTANTI:** Gli studenti dovranno essere muniti di: **Confirmation of Entry**, carta d'identità **NON SCADUTA** pena annullamento dell' Esame, penne, due matite tipo B o HB, un temperino, una gomma da cancellare, possibilmente un orologio.

**E' severamente vietato l'uso del telefono cellulare durante le prove, anche durante le pause tra una prova e l'altra. I cellulari saranno custoditi in una stanza diversa da quella in cui si terranno borse e giacche, come da indicazioni del Centro Cambridge.**

Saranno presenti per svolgere vigilanza esterna alle aule delle prove scritte la prof.ssa Sartor per tutta la durata della mattinata (dalle ore 08:00 alle ore 13:00) e la prof.ssa Zanni nel corso della mattinata.

**VARIAZIONI LOGISTICHE:**

Si comunica agli studenti delle classi **5ACL, 4ACL, 3ACL, 2ACL e 1ACL** e ai loro docenti, in servizio in tale data, che il giorno **17/03/2018** le lezioni si terranno come segue:

lezioni per la classe **5ACL**

lezioni per la classe **4ACL**

lezioni per la classe **3ACL**

lezioni per la classe **2ACL**

lezioni per la classe **1ACL**

nell'aula **0-089-D** - classe **3BSC** pianoterra

nell'aula **0-038-B** - classe **1BSA** pianoterra

nell'aula **0-039-B** - classe **2BSA** pianoterra

nell'aula **0-066-C** - classe **2ASP** pianoterra

nell'aula **0-087-D** - classe **1BSC** pianoterra

**L'allegato 1** contiene l'elenco dei candidati che sosterranno l'esame: esso sarà affisso anche in atrio, in bacheca,.

**L'allegato 2** contiene importanti regole per i candidati per un corretto svolgimento delle prove.

Copia della presente circolare deve essere affissa in ciascuna classe in indirizzo.

Gli allegati verranno affissi solo nelle classi Quarte e nella classe 5BSA, interessate allo svolgimento degli esami.

Eventuali ulteriori informazioni o chiarimenti, potranno essere richiesti tramite posta elettronica alla Prof.ssa Zanni (rossella.zanni@liceolevi.it).

Si ringrazia per la collaborazione e si porgono cordiali saluti



IL DIRIGENTE SCOLASTICO  
Ing. Ezio Toffano

*Ezio Toffano*

Firma autografa sostituita a mezzo stampa ai sensi dell'art.3, comma 2 del D.Lgs 39/1993

Il responsabile del procedimento DSGA/A.A. T.C.

# Summary regulations for candidates

(last updated December 2016)

This document contains a summary of the information you need in order to take a Cambridge English Language Assessment exam. You must read this very carefully. If you do not understand something, please ask your centre. The full regulations, which set out your rights and obligations as a candidate, are in the *Regulations* booklet which is available from your centre or you can download it from <http://www.cambridgeenglish.org/help/>.

■ ■ **Cambridge English Language Assessment:** a part of Europe's largest assessment agency, Cambridge Assessment (the trading name for UCLES, a non-teaching department of the University of Cambridge).

■ ■ **Centre:** an authorised Cambridge English Language Assessment exam centre. Centres are independently run institutions and Cambridge English Language Assessment is not responsible for any actions or omissions by centres.

■ ■ **Candidate:** someone who has registered to take a Cambridge English exam.

**1. Who can take the exams?** ■ ■ Cambridge English exams may be taken by people of any age, gender, race, nationality or religion. Although they are designed for native speakers of languages other than English, no language related restrictions apply.

**2. Registering for the exam** ■ ■ You must register for the exam through a centre. Your contract is with the centre and you pay your exam fees to them.

■ ■ For some exams, there may be more than one session in the same month. There is no restriction on how many times a month you can take an exam, subject to the exam dates published on [www.cambridgeenglish.org](http://www.cambridgeenglish.org) and the dates your exam centre chooses to hold the exam.

■ ■ You must take all components of an exam on the dates specified.

■ ■ You are not allowed to take some components in one session and the remainder at another time. ■ ■ You cannot transfer an entry from one exam session to a future one, or to an exam at a different level.

**3. Special requirements** ■ ■ Cambridge English Language Assessment will always try to make arrangements for candidates with special requirements (e.g. extra time or adapted papers). ■ ■ You must tell your centre as soon as possible if you have any special requirements because they need to send the application to Cambridge English Language Assessment 8–12 weeks before the exam (depending on what is required and which exam you are taking). Some exams may need up to 3 months' notice.

**4. Taking the exam** ■ ■ The centre will give you information about where and when your exam will be held. You must make sure that you arrive at the right time and that you bring the pencils, pens, etc. that you need for the exam.

■ ■ You must bring a photo ID on the day of the test. The ID must be an original unexpired government-issued ID (e.g. passport). If you do not have a suitable ID, you must notify your centre of this before you register for an exam. If you are aged 17 or under, the centre will provide you with a Candidate Identification form that you must fill in before the exam day and bring with you to the exam. A college/university photo ID can be used if you are from a country where there are no compulsory government-issued IDs and provided the college/university carried out appropriate checks before issuing the ID. **If you do not bring your ID or the Candidate Identification form to the exam, you will not be allowed to take the exam and you will not receive a result.**

■ ■ The centre will give you a copy of the *Notice to Candidates* which tells you how you must behave in the exam. You must read it carefully. If you do not follow the instructions, you will be stopped from taking the exam, or you will not receive a result. ■ ■ You must not keep any electronic items, such as mobile phones, digital sound recorders, mp3 players, cameras etc in the exam room during the exam. Before the test day make sure you know your centre's policy regarding electronic items and what kind of storage they can offer on the test day. If your centre advises you they cannot provide secure storage for your electronic items, you may wish to leave them at home. ■ ■ The use of offensive, rude or racist language in your examination answers will not be accepted. Your examination will not be marked or a result given if the examiner finds language of this nature. Cambridge English Language Assessment's decision on this is final.

■ ■ You will be asked to fill out a Candidate Information Sheet. Cambridge English Language Assessment uses this information as part of its research and development programme to improve the quality of the exams. The information you give is treated anonymously and is strictly confidential.

■ ■ You may be asked to complete a short 'anchor test'. Cambridge English Language Assessment uses this information as part of its quality control programme. The 'anchor test' will not affect your exam result. ■ ■ We may also record your Speaking test as part of Cambridge English Language Assessment's quality control procedures.

■ ■ If you are taking the following exams: *Cambridge English: First*, *Cambridge English: Advanced*, *Cambridge English: Proficiency*, a photo will be taken of you on the test day as an extra way of checking your identity. This list is subject to change. For *Cambridge English: Key*, *Cambridge English: Preliminary*, *Cambridge English: Business Certificates*, you must tell your centre whether you wish to have a test day photo taken, so the centre can offer you a test day photo service. You or a parent or guardian must give your consent to the centre for your photo to be taken. If a test day photo is required, you cannot take the exam unless consent for a photo to be taken has been given by you or a parent or guardian. This photo will only be visible on the Results Verification website [www.cambridgeenglish.org/verifiers](http://www.cambridgeenglish.org/verifiers) and you choose who can view it by sharing your candidate ID number and secret number. For more information, contact your centre.

■ ■ If you do not feel well on the day of the exam or think that your work may be affected for any other reason, tell the supervisor immediately. If appropriate, the centre will report this to Cambridge English Language Assessment for consideration when deciding your result.

■ ■ If you miss the exam because of illness, you may be allowed a full or part refund. You will need to give medical evidence to your centre for this to be considered.

**5. After the exam** ■ ■ Cambridge English Language Assessment cannot be held responsible for loss of exam scripts or materials while in transit from the centre and/or its venues to Cambridge. ■ ■ For some exams your results will be available from the Results Online website between the dates specified. Your centre will give you access to this site. For other exams a copy of your results will be posted to your centre who will forward the information on to you. Cambridge English Language Assessment may amend result information under exceptional circumstances.

■ ■ Cambridge English Language Assessment reserves the right not to issue results for those candidates where a test day photo is required and was not taken or to candidates who breach our rules and regulations, or to cancel results if we believe the scores are not valid.

■ ■ If you breach our rules and regulations for any of the components, you may not receive the result for the entire exam or qualification.

■ ■ If you think that your result is not correct, please contact your centre without delay and they will give you details of the enquiries and appeals process and the related fees. Information is also available on [www.cambridgeenglish.org](http://www.cambridgeenglish.org).

■ ■ Cambridge English Language Assessment will not give feedback on your performance for individual questions. All the available information is given in your Statement of Results. **6. Certificates** ■ ■ If you have passed the exam, your centre will give you your certificate approximately 3–4 weeks after the results are released for paper-based exams. For computerbased exams this is approximately 2–3 weeks after the release of results. Unclaimed certificates may be destroyed by your centre after one year.

■ ■ Your Cambridge English Language Assessment certificate is an important document containing a number of security features. If you lose your certificate and need to prove your result; you can apply for a certifying statement, which provides an official confirmation of your result. An additional fee is payable for this service. The certifying statement application form is available from [www.cambridgeenglish.org](http://www.cambridgeenglish.org).

**7. Copyright** ■ ■ Copyright on all question papers and exam material belongs to Cambridge English Language Assessment. You must not take question papers, notes or any other exam material out of the exam room.

■ ■ Cambridge English Language Assessment does not allow candidates, schools or centres to view candidates' answers or any other work done as part of an exam.

■ ■ Cambridge English Language Assessment will not return any work you produce in the exam to you, your centre or your school.

**8. Data Protection** ■ ■ Cambridge English Language Assessment abides by UK Data Protection laws and centres are required to comply with local data protection and privacy laws. Your information will be stored securely for a limited period of time. However, information which may be needed later to confirm and verify your result is kept for an unlimited time.

- Cambridge English Language Assessment will not use your personal details for any purpose other than for the exams except as described below. In particular, if the information you provide is used to contact you for marketing purposes, you will be given the choice not to be contacted again.
- Information provided when registering for a Cambridge English exam will be used in the administration of the exam, and may be used as part of Cambridge English Language Assessment quality control, in research and development activities or to inform you about other Cambridge products and services. Cambridge University Press may also use information for these purposes.
- Work produced in the exam will be used in the assessment of performance in the exam and written work, video and audio recordings of candidates' speaking tests may also be used as part of Cambridge English Language Assessment's quality control, research and development activities, or extracts in anonymised form may be reproduced in published exam preparation material. This may include activities within Cambridge University, such as with Cambridge University Press.
- Your Statement of Results will be made available to your centre and, if applicable, the school which prepares you for the exam, and may be sent to another authorised third party as confirmation. Where you authorise it, third parties may view information for verification purposes.
- If you are suspected of and investigated for malpractice, your personal details and details of the investigation may be passed to a third party. For example, if you want to use your result for visa or immigration purposes, we may need to share this information with the relevant immigration authority.

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**CAMBRIDGE ENGLISH**  
Language Assessment  
Part of the University of Cambridge

# NOTICE TO CANDIDATES

All Cambridge English exams (except Cambridge English: Young Learners, Admissions Testing Service, Linguaskill and BULATS)

**This notice contains important rules and regulations for the day of the exam.  
Please read it carefully. If there is anything you do not understand, ask your teacher or supervisor.**

## RULES AND REGULATIONS

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> YOU <b>MUST</b> provide an original, valid, current and not expired photographic ID (for example, passport or government issued identity card) at every paper, otherwise you will not be allowed to sit the exam.</li> <li><input type="checkbox"/> YOU <b>MUST</b> only have on your desk what you need to complete the exam (pens, pencils and erasers).</li> <li><input type="checkbox"/> YOU <b>MUST</b> stop writing immediately when told to do so.</li> <li><input type="checkbox"/> YOU <b>MUST</b> wait until the supervisor has collected your candidate login or question paper, answer sheet(s) and any rough paper before you leave your seat.</li> <li><input type="checkbox"/> YOU <b>MUST NOT</b> keep any electronic items (mobile phones, digital sound recorders, smart watches, cameras etc.) in the exam room or access these items during any breaks throughout the exam.</li> <li><input type="checkbox"/> YOU <b>MUST NOT</b> have on your desk or on your person any materials which could help you, otherwise you may be disqualified.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> DO <b>NOT</b> cheat, copy, give anything to or take anything from another candidate.</li> <li><input type="checkbox"/> DO <b>NOT</b> talk to, signal to or disturb other candidates during the exam.</li> <li><input type="checkbox"/> DO <b>NOT</b> use, or attempt to use, a dictionary.</li> <li><input type="checkbox"/> DO <b>NOT</b> use erasable pens, correction fluid or tape on any exam materials.</li> <li><input type="checkbox"/> DO <b>NOT</b> smoke, eat or drink in the exam room, apart from water in a clear plastic bottle.</li> <li><input type="checkbox"/> DO <b>NOT</b> leave the exam room for any reason without the permission of the supervisor.</li> <li><input type="checkbox"/> DO <b>NOT</b> take any question papers, answer sheets, candidate logins or rough paper out of the exam room.</li> <li><input type="checkbox"/> DO <b>NOT</b> make any noise near the exam room.</li> </ul> |
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## DISQUALIFICATION WARNING

**If you cheat, use any unfair practice or break the rules, you may be disqualified.**

## ADVICE AND INFORMATION

**Make sure you are on time**

- Know the date, time and place of your exam and arrive well before the scheduled start time.
- If you arrive late for any part of the exam, report to the supervisor. In some cases you may be allowed to take the exam. Please check your centre's policy for late arrivals.
- If you are admitted late, not all of your work may be accepted. Your centre will explain the regulations.
- If you miss any part of the exam, you may not be given a result.

**Advice and assistance during the exam**

- Listen to the supervisor and follow the instructions.
- If you are not sure about what to do, raise your hand. The supervisor will come to your assistance.
- You must not ask for, and will not be given, any explanation of the questions.
- If you do not feel well on the day of the exam or think that your work may be affected for any other reason, tell the supervisor immediately. If appropriate, the centre will report this to Cambridge English Language Assessment for consideration when deciding your result.

**For paper-based tests**

- Read carefully and follow the instructions on the question paper and answer sheet.
- Tell the supervisor at once if:
  - your personal details on the answer sheet are wrong
  - you think you have been given the wrong question paper
  - the question paper is incomplete or badly printed
  - you cannot hear the Listening test.

**For computer-based tests**

- Read carefully and follow the instructions on the screen.
- Tell the supervisor at once if:
  - your personal details on the screen are wrong
  - you think you have been given the wrong test
  - the on-screen questions are incomplete or poorly presented
  - your headphones are not working.

**THIS NOTICE MUST BE VISIBLY DISPLAYED OUTSIDE (NOT INSIDE) THE EXAM ROOMS.**